



SUBDIVISION CODE CHAPTER 16.08 MAJOR SUBDIVISION SUBMITTAL INSTRUCTIONS and CHECKLIST

This checklist is not designed to be a substitute for the Subdivision Code provisions and Applicants are expected to review the details of the code. Copies of the Subdivision Code can be purchased in the Planning Department, or accessed online at <http://municipalcodes.lexisnexis.com/codes/manitou/>

A pre-application meeting shall be scheduled with the Planning Staff prior to Major Subdivision submittal. The following information needs to be provided at the pre-submittal meeting:

- 1) Existing zoning and use of the site and adjacent zoning and land uses.
- 2) Conceptual site layout.
- 3) Existing and proposed access locations.
- 4) Existing contours and proposed grades (FIMS data may be used).
- 5) Existing and proposed utilities locations.
- 6) Vicinity map.

By 5:00 p.m. on the published submittal date, the information as specified in Chapter 16.08 of the Manitou Springs Municipal Code, shall be provided to the Planning Department:

PRELIMINARY PLAT



1) Completed Development Review Application form with nonrefundable fee.



2) A letter of explanation, which includes a summary statement prepared by a qualified individual or individuals, including the following information:

1. Total development area;
2. Total number of proposed dwelling units;
3. Land uses expressed as acreages net of roads;
4. Estimated total number of gallons per day of water required for domestic and fire use;
5. Estimated total number of gallons per day of sewage to be treated;
6. Estimated construction cost of all public improvements.



3) Three full size (no more than 24" x 36") and one reduced size (not to exceed 11" x 17") copies of the plat drawn by a licensed surveyor or engineer containing the information required by the Subdivision Regulations.



4) Legal documentation for any homeowners' association, which may be involved in or pursuant to the development.



5) An Environmental Impact Statement outlining conditions and impacts from Section 16.06.030K shall be provided for the area of the preliminary plat.

FINAL PLAT

- ☐ 1) Completed Development Review Application form with the nonrefundable application fee.
- ☐ 2) Letter of explanation, including a summary of changes based on approval of Preliminary Plat.
- ☐ 3) Letter of credit or other security in the amount of 125% of the approved cost estimate to guarantee installation of all required improvements (to be provided prior to filing the Final Plat, or as may be required by approval conditions).
- ☐ 4) Copies of proposed restrictive covenants or deed restrictions.
- ☐ 5) Evidence of satisfactory title insurance or commitment showing record ownership.
- ☐ 6) A drainage plan as specified in Section 16.32 of the Subdivision Code.
- ☐ 7) Certificate of taxes due showing all due taxes paid.
- ☐ 8) A letter from Colorado Springs Utilities confirming that adequate provision for electric and natural gas services has been made for the proposed subdivision.
- ☐ 9) Road profiles.
- ☐ 10) Three full size (no more than 24" x 36") and one reduced size (not to exceed 11" x 17") copies of the plat which meets the requirements and conditions of the Preliminary Plat approval and containing the information required by the Subdivision Regulations.